

DEPARTMENT OF INFORMATION TECHNOLOGY
STATE INFORMATION MANAGEMENT MANUAL
SPECIAL PROJECT REPORT: 7.0
SUBMISSION CHECKLIST

The following checklist will be used by the DOIT SPR Review Analyst to determine if the SPR package being submitted is complete. If any of the required items are missing, the entire package will be returned to the sender for completion. The Project Manager is responsible for ensuring that the following items are included:

- ☐ 1) SPR Executive Approval Transmittal – All Signatures included.
- ☐ 2) The updated Information Technology Project Summary Package must include:
 - ☐ Section A: Executive Summary
 - ☐ Section B: Project Contacts
 - ☐ Section C: Project Relevance to State and/or Dept. Plans
 - ☐ Section D: Project Schedule
 - ☐ Section E: Budget Information
 - ☐ Section F: Total Vendor Project Budget
 - ☐ Section G: Risk Assessment Information
 - ☐ Section H: Project Profile
- ☐ 3) Proposed Project Change Document (all sections are required)
 - ☐ Project Background/Summary
 - ☐ Description of Proposed Change
 - ☐ Reason for Proposed Change
 - ☐ Justification
 - ☐ Impact of Proposed Change on the Project
 - ☐ Implementation Plan
- ☐ 4) Updated Project Management Plan (if needed)
- ☐ 5) Updated Risk Management Plan (if needed)
- ☐ 6) Updated Economic Analysis Worksheets
 - ☐ Original FSR
 - ☐ Most recent FSR
 - ☐ Proposed Change
 - ☐ Summary
 - ☐ Funding Plan